



Standard Agenda Item Cover Sheet

Agenda Item N^o. _____

Meeting Date: July 22, 2025

☐ Consent Section

☒ Regular Section

☐ Public Hearing

Requires Chair Signature? ☐ Yes ☒ No

Includes a Technology Component? ☐ Yes ☒ No

Subject: Designation of the Hillsborough County Development Services Department Director as the administrative authority to receive, review, process and approve plats in accordance with Section 177.071, Florida Statutes.

Department Name: Development Services

Contact Person: Adam Gormly

Contact Phone: 813-276-8422

Sign-Off Approvals:

7/16/2025

Assistant County Administrator

Date

Department Director

Date

Management and Budget – Approved as to Financial Impact Accuracy

Date

County Attorney – Approved as to Legal Sufficiency

Date

Staff's Recommended Board Motion:

Adopt a resolution designating the Hillsborough County Development Services Department Director as the administrative authority to receive, review, process and approve plats in accordance with Section 177.071, Florida Statutes. Approval of this item will not increase or decrease any departmental budgets, and there are no operating costs associated with this item.

Financial Impact Statement:

Approval of this item will not increase or decrease any departmental budgets, and there are no operating costs associated with this item.

Background:

Under Florida law, a plat is defined as a map or delineated representation of the subdivision of lands, being a complete exact representation of the subdivision and other information, in compliance with state law and any local ordinances. The typical County platting process includes a preliminary plat, subdivision construction plans (or a combined preliminary plan and construction plan if elected by the applicant, and a final plat. The purpose of the final plat is to indicate the final, recorded lot and street layout of the subdivision. Final plats are currently accepted by the Board of County Commissioners as consent items for Land Use Meetings.

Prior to July 1, 2025, Florida law required plats to be approved by the jurisdiction's governing body. Effective as of July 1, 2025, Section 177.071, Florida Statutes, was amended to provide that plats or replats must be administratively approved and no further action or approval of a county's governing body is required if the plat or replat complies with the requirements of s. 177.091, Florida Statutes. Section 177.071, Florida Statutes requires that the governing body of a county designate an administrative authority to receive, review and process the plat or replat submittal, including designating an administrative official responsible for approving, approving with conditions or denying the proposed plat or replat.

Hillsborough County's Development Services Department is the County department with existing oversight responsibility for land development regulations, including receiving, reviewing and processing plat and replat submittals. Approval of the attached resolution would designate the Director of the Hillsborough County Development Services Department as the County official with authority to approve plats that have met all applicable requirements in accordance with the requirements of Section 177.071, Florida Statutes.

List Attachments: Draft Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HILLSBOROUGH COUNTY, FLORIDA, DESIGNATING THE HILLSBOROUGH COUNTY DEVELOPMENT SERVICES DEPARTMENT AS THE ADMINISTRATIVE AUTHORITY TO RECEIVE, REVIEW AND PROCESS PLAT OR REPLAT SUBMITTALS AND FURTHER DESIGNATING THE DIRECTOR OF THE DEVELOPMENT SERVICES DEPARTMENT AS THE ADMINISTRATIVE OFFICIAL RESPONSIBLE FOR APPROVING, APPROVING WITH CONDITIONS OR DENYING PROPOSED PLATS OR REPLATS.

Upon motion by Commissioner _____, seconded by Commissioner _____, the following Resolution was adopted by a vote of _____ to _____, with Commissioner(s) _____ voting “No”.

RECITALS

WHEREAS, under Florida law, a plat or replat is defined as a map or delineated representation of the subdivision of lands, being a complete exact representation of the subdivision and other information, in compliance with state law and any local ordinances; and

WHEREAS, prior to July 1, 2025, Florida law required plats to be approved by the jurisdiction’s governing body; and

WHEREAS, effective as of July 1, 2025, Section 177.071, Florida Statutes, was amended to provide that plats or replats must be administratively approved and no further action or approval of a county’s governing body is required if the plat or replat complies with the requirements of s. 177.091, Florida Statutes; and

WHEREAS, Section 177.071, Florida Statutes, requires that the governing body of a county designate an administrative authority to receive, review and process the plat or replat submittal, including designating an administrative official responsible for approving, approving with conditions or denying the proposed plat or replat; and

WHEREAS, the term “administrative authority” is defined as a department, division or other agency of a county, and for purposes of issuing final administrative approval of a plat or replat, includes a high-ranking department or division director with direct or indirect oversight responsibility for the county’s land development, housing, utilities or public works programs; and

WHEREAS, Hillsborough County’s Development Services Department is the County department with existing oversight responsibility for land development, including receiving, reviewing and processing plat and replat submittals; and

WHEREAS, the Board of County Commissioners finds that it is appropriate to designate the Director of the Development Services Department as the County official with the administrative authority to approve, approve with conditions or deny proposed plats or replats which comply with local ordinances and the requirements of s. 177.091, Florida Statutes.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of Hillsborough County, Florida, in regular meeting assembled this _____ day of _____, 2025, that:

1. The foregoing recitals are true and correct and incorporated herein by reference.
2. The Hillsborough County Development Services Department is the administrative authority designated to receive, review and process plat or replat submittals, and in so doing shall comply with all applicable requirements of Chapter 177, Part I, of the Florida Statutes, as amended.
3. The Director of the Hillsborough County Development Services Department is hereby designated as the County official with administrative authority to approve, approve with conditions or deny proposed plats or replats in compliance with local ordinances and s. 177.091, Florida Statutes. This administrative authority expressly includes authorization to sign the plat or replat as approved for recordation in the County's official public records.
4. This Resolution shall become effective immediately upon its adoption.

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

I, Victor Crist, Clerk of the Circuit Court and Ex Officio of the Board of County Commissioners of Hillsborough County, Florida, do hereby certify that the above and foregoing is a true and correct copy of a Resolution adopted by the Board at its regular meeting of _____, as the same appears of record in Minute Book _____ of the Public Records of Hillsborough County, Florida.

WITNESS my hand and official seal this _____ day of _____, 2025.

VICTOR CRIST, CLERK OF CIRCUIT COURT

By: _____
Deputy Clerk

Approved as to Form and Legal Sufficiency

By: _____
Senior Assistant County Attorney